

**DEPARTMENT OF THE ARMY  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
FORT POLK, LOUISIANA 71459-5341**

**CIVILIAN PERSONNEL  
BULLETIN No 06-06**

**17 February 2006**

**EXPANDED VOLUNTARY SEPARATION INCENTIVE PAY (VSIP)**

**PHASE II INTEREST SURVEY**

1. **Purpose.** The purpose of VSIP Phase II is to create vacancies for employees who are scheduled to be separated by Reduction in Force (RIF) at other Department of Defense (DoD) activities. Cash incentives of up to \$25,000 will be offered to Fort Polk employees in permanent positions who agree to voluntarily retire or resign so that surplus employees can be placed in their jobs.

2. **Application Procedures:** To apply to this interest survey, the series and grade level of the position you occupy must appear on the weekly **Expanded VSIP Phase II Listing** located on the CPAC website <http://www.jrtc-polk.army.mil/cpac/index.htm>. The listing is updated every Wednesday by close of business. Additionally, you must submit the attached survey interest form and be in one of the following categories to be eligible to apply for the separation incentive, once DoD identifies a surplus employee who is available for placement into your position

- Optional Retirement CSRS or FERS: Age 62 with 5 years service; Age 60 with 20 years service; Age 55 with 30 years service; FERS Minimum Retirement Age (55 or older) with 10 years of service (reduced annuity);
- Voluntary Early Retirement Authority (VERA) - You have at least 20 years of service at age 50 or 25 years service at any age. If covered under CSRS you will take a reduction in your annuity of two percent per year for each full year under age 55. This reduction is permanent and will not decrease when you reach 55. If you are covered under FERS, there is no annuity reduction for retiring under Age 55. Additionally, you must have been continuously employed within the DoD for more than 30 days, must not be serving on a time-limited appointment, and must not be in receipt of a decision of involuntary separation for misconduct or unacceptable performance; OR
- Voluntary Resignation — Employees under any retirement system may resign at any time.

3. **Commander's Authority:** Commanders may exclude specific skills from the VSIP, but only under compelling circumstances, e.g., when critical work of a project nature would be unreasonably disrupted. Exclusions encompassing entire organizations (installations) must be approved by the Priority Placement Program (PPP) Component Coordinator and coordinated with the Civilian Assistance and Re-Employment (CARE) Office.

4. **Ineligibility:** You are ineligible to receive the separation incentive if you: (1) are not a U.S. Citizen as defined by 5 U.S.C. 9902(i); (2) have not been continuously employed by the Federal government for twelve months; (3) are on a time-limited appointment; (4) are a reemployed annuitant; (5) are eligible for disability retirement; (6) have received a specific notice of RIF separation; (7) have accepted a position with another Federal agency; (8) have declined to relocate with your position, or declined a transfer of function; (9) have received a decision notice of involuntary separation for misconduct or

unacceptable performance; (10) are a non-compensated employee; or (11) have previously received a separation incentive payment. Absent the appropriate waiver, an employee is also ineligible if he/she: (1) is covered by a written service agreement resulting from a PCS or training; (2) is in receipt of a recruitment or relocation incentive, or is receiving a retention allowance; (3) is occupying a position defined as hard to fill; (4) is occupying a position for which special salary rates are approved; or (5) is a member of the SES or equivalent.

5. **Date of Separation:** If you are in one of the specified series and apply for the VSIP and your application is approved, your voluntary separation normally must be effective before the reporting date of the PPP registrant selected for your position.

6. **Withdrawal of Application:** Approval of your application indicates that a surplus employee has accepted the offer of your position. The application cannot be withdrawn once approved, at which time you are committed to voluntary separation and entitled to receive the cash incentive.

7. **Incentive Payment:** If approved, the incentive will be paid by the PPP Registrant's activity after your separation in a lump sum less deductions for FICA/Medicare taxes, Federal income tax, and applicable state and local taxes. The amount of the incentive payment before deductions will be the lesser of (1) \$25,000; or (2) the amount that you would be entitled to receive in severance pay.

8. **Army Benefits Center — Civilian (ABC-C):** If you are interested in applying to this survey and believe that you meet the criteria for Optional or Voluntary Early Retirement, please contact the Army Benefits Center - Civilian (ABC-C) to verify eligibility for retirement prior to submitting a Survey Form. You may contact the ABC-C by calling toll free at 877 276-9287, Hearing Impaired at 877-276-9833, or visiting their web site at [www.abc.army.mil](http://www.abc.army.mil). Retirement eligibility must be verified before an application can be entered into the Expanded VSIP Phase II Program.

9. **How to Apply:** If your series and grade level is on the Expanded VSIP Phase II Listing and you would like to indicate your interest in this program, please fill out the attached Survey Form and forward it to the Civilian Personnel Advisory Center (CPAC), Bldg 412, 7041 Radio Road, ATTN: Expanded VSIP Phase II Program Coordinator. **Please do not forward the VSIP Application until contacted by the Program Coordinator to do so.**

10. **Inactivation of Survey Form/Application:** Your Survey Form and any subsequent VSIP Application will remain active until one of the following occurs: (1) your series and grade is not included on the Expanded VSIP Phase II Listing; (2) you move to another position; (3) you are approved for VSIP; (4) you leave the rolls without VSIP; (5) you request that your Survey Form/Application be withdrawn; or (6) all available surplus employees decline the offer of your position.

11. **Point of Contact:** If you require further information about this program, please contact Ms. Krista Lowery at 531-6805 or by email at [krista.lowery@us.army.mil](mailto:krista.lowery@us.army.mil).

//Original Signed//  
DONALD R. MALLETT  
Director, Civilian Personnel  
Advisory Center

Attachments

DISTRIBUTION: All AF Civilian Employees serviced by Fort Polk CPAC

**VOLUNTARY SEPARATION INCENTIVE PAY (VSIP) PHASE II**  
**WORKFORCE SURVEY FORM**

Under the authority of 5 USC 5597, DoD implemented VSIP Phase II, a program for expanding the use of Voluntary Separation Incentive Pay (VSIP). Separation incentives and voluntary early retirement will be offered to employees in permanent continuing positions to create vacancies for the placement of DoD employees from other activities who are subject to involuntary separation by RIF. The purpose of this survey is to identify employees in certain series and grades who might be willing to retire or resign if (1) they receive a cash incentive; and (2) DoD can place a surplus employee in their position.

Please refer to the bulletin and visit the web site to determine if you are eligible to apply. If so, and you are interested in VSIP, **THIS IS NOT AN APPLICATION FOR RETIREMENT OR RESIGNATION.** It is only a preliminary survey of employee interest. Your Civilian Personnel Advisory Center (CPAC) will use the results of the survey to determine which kinds of positions are potentially available for the placement of surplus DoD employees.

If surplus employees are available for placement in your position, the CPAC will contact you and provide you an opportunity to submit a formal VSIP Application. If the number of employees who are interested in the VSIP exceeds the number of available surplus employees, applications will be accepted in order of seniority based on Leave Service Computation Date.

If you respond to this survey and are later allowed to submit an application for retirement or resignation under the VSIP, your position will be offered to a qualified surplus employee. Your incentive will not be approved until the employee accepts the job offer. You may withdraw your application for voluntary separation at any time prior to acceptance of the job offer by the surplus employee.

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RETURN THIS SURVEY FORM TO:

**CIVILIAN PERSONNEL ADVISORY CENTER (CPAC), BUILDING 412, 7041 RADIO ROAD,**  
**ATTN: EXPANDED VSIP PHASE II COORDINATOR, FORT POLK LA 71459**

I am interested in voluntary separation incentive pay (VSIP). If you can identify a surplus DoD employee who would be willing to assume my position, please contact me. At that time, I will either submit a VSIP application or withdraw from further consideration. I understand that until you determine that a surplus employee is available for my job, you will not be in a position to give more specific information on the amount of my incentive. I also understand that returning this form does not obligate me to retire or resign, nor does it obligate DoD to pay me a separation incentive.

NAME \_\_\_\_\_ SSAN \_\_\_\_\_

ORGANIZATION \_\_\_\_\_ DUTY PHONE \_\_\_\_\_

JOB TITLE, SERIES & GRADE \_\_\_\_\_

I am applying for VSIP under the following option:

\_\_\_\_\_ Optional Retirement                      \_\_\_\_\_ V ERA                      \_\_\_\_\_ Resignation

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**SUPERVISORY ACKNOWLEDGEMENT:**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**VOLUNTARY SEPARATION INCENTIVE PAY (VSIP)**  
**APPLICATION**

NAME \_\_\_\_\_ SSAN \_\_\_\_\_

ORGANIZATION \_\_\_\_\_ DUTY PHONE \_\_\_\_\_

JOB TITLE SERIES & GRADE \_\_\_\_\_

I am applying for VSIP under the following option (check all that applies):

\_\_\_\_\_ Optional Retirement — Eligibility date \_\_\_\_\_

\_\_\_\_\_ Voluntary Early Retirement – Eligibility date \_\_\_\_\_ (if eligible for Optional, you are not eligible for VERA)

\_\_\_\_\_ Resignation from my permanent position

I understand that DoD has identified surplus employees who are potentially available for placement into my position. This application authorizes the Personnel Office to formally offer my position to a surplus employee. If all available surplus employees decline the offer, my application will be considered disapproved and inactive.

When my CPAC is advised that a surplus employee has accepted the offer of my position, my VSIP Application will be automatically approved. At that time, I will be committed to voluntary separation and will be entitled to receive a cash incentive equal to the lesser of \$25,000; or (2) the amount that I would receive under the formula for computing severance pay. I understand that once approved I will not be allowed to withdraw my application.

I also understand that if the number of VSIP applicants in my skill exceeds the number of surplus employees who accept job offers, incentive applications will be approved in order of the applicants' Leave Service Computation Dates.

I understand that employees who accept separation pay cannot be reemployed by the Federal government for 5 years after separation unless they repay the full amount received and are also ineligible for registration in the DoD Priority Placement Program (PPP). Also I may not be reemployed by the Department of Defense in any capacity for a 12-month period beginning on the effective date of my separation.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**SUPERVISORY ACKNOWLEDGEMENT:**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_